ANNOUNCEMENT NUMBER: 07-98

OPEN TO: All Interested Candidates

POSITION: Warehouseman, FSN-3*; FP-BB

OPENING DATE: November 29, 2007

CLOSING DATE: December 13, 2007

WORK HOURS: Full-time; 40 hours/week

SALARY: ***Not-Ordinarily Resident: US$ 20,060 p.a.
                     (Starting salary) (Position Grade: FP-BB is
                     confirmed by Washington)**

                     ***Ordinarily Resident: JD 3,996 p.a. (Starting
                      salary) (Position Grade: FSN-3)**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking individual for the position of
Warehouseman in the General Services Office.

BASIC FUNCTION OF POSITION

The incumbent will load and unload supplies including furniture from the
warehouse onto trucks and to delivery destination. She/he will organize and
maintain supplies in a supply room, use forklift trucks, hand trucks and other
material handling equipment to move supplies to and from proper storage
areas, and perform other duties as directed by the warehouse supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Ext. 6681.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required.

2. Two years of experience in warehouse work is required.

3. Limited (Level 2) English and Good (Level 3) Arabic languages are required.

4. Valid driving license (Level-4) is required.

5. Must be physically fit and knowledgeable of loading and off-loading procedures.

SELECTION PROCESS

When equally qualified, U.S. Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed US Citizen EFMs who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that employment.

TO APPLY:

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for Federal Employment (SF-171, OF-612, or Application for Employment Form); or
2. A current resume or curriculum vitae that provides the same information as an OF- 612; plus
3. Candidates who claim US Veterans preference must provide a copy of their FROM DD-214 with their applications; and
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Issa Haddad
Room: 152, Ext. 6681

Applications can also be submitted electronically through AmmanEmployment@State.gov.

POINT OF CONTACT

Telephone: 5906681
FAX: 5931598

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

    --US Citizen;

    --Spouse or dependent that is at least age 18;

    --Listed on the travel orders of a Foreign or Civil Services or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a US citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: DECEMBER 13, 2007

The US Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political

affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

 Draft:HRO:IHaddad

Clearance: HRO:KMcCrea
        GSO:KRockwood
        FMO:ABarilec

Approval: MGT/C:SRSmith